

Sick Leave Pool Guidelines

The employee or HRBP must submit their request to use SLP hours via a Journey in Oracle HR for approval no later than the pay period prior to the one in which the member will exhaust all personal leave.

The line manager will approve or deny the leave of absence and the request will be sent to the CHR Absence Administrator for processing

Employees must not be certified for SLP hours until the Absence Coordinator has been notified by the CHR Absence Administration team that the use of SLP hours has been approved.

I. Documentation Required to Request Use of Hours from the SLP

The following documentation is required to request the use of SLP hours:

1. Employees are required to have a current FMLA Journey and medical certification for the same diagnosed condition prior to applying for SLP hours.
2. **USF Sick Leave Pool Request to Use Hours** (form). For each additional request a USF SLP Request to Use Hours form is required. The form must be signed by the employee and line manager.

II. Requesting Use of Hours from the SLP

Once the supervisor has authorized the employee's leave of absence, the employee or HRBP must submit their request to use SLP hours via a Journey in Oracle HR for approval no later than the pay period prior to the one in which the member will exhaust all personal leave.

If documentation is not submitted in a timely manner the department must submit the "Sick Leave Pool Request for Late Submission of Hours" Form before approval can be granted.

III. Use of Hours Approval from the CHR Absence Administrator

Upon approval from the CHR Absence Administrator, you will receive the following:

1. Approval letter verifying use of hours from the SLP.
2. Memorandum confirming use of hours were certified for payment. Absence Coordinator or supervisor must sign and return to the CHR Absence Administrator on the date indicated on the memorandum.
3. Approval Form of the breakdown of the employee's SLP usage by pay period.

IV. Tracking SLP Usage in Oracle HR

1. If continuous leave is being used for SLP, the Leave Administration Team will track the hours used.
2. Ensure all accrued leave has been used prior to utilizing SLP hours.
3. Leave must be tracked by pay period and counted towards the FMLA entitlement, if applicable.

V. Contribution of Hours to SLP upon Termination of Employment

Upon termination of employment, the HRBP will verify employee is a member of the SLP and email the following information to the CHR Leave Administration Team:

1. Name of employee
2. Employee Person ID#
3. Department Name
4. Effective date of termination
5. Number of hours employee donated to SLP (up to 16)

Note: all steps must be completed prior to any payouts.

